

Information for Firms Providing Telephone Services

Most filing requirements are detailed in the Federal Communication Commission ("Commission") Rules. Also, some filing requirements are set forth in Orders or as conditions to Authorizations. This list provides information on the most common requirements for toll common carriers. This list is provided for informational purposes only. It is not intended to be exhaustive, nor is it intended to serve as legal guidance or precedent. In all cases, independent research and determination of the applicability of any Commission rule or requirement is required.

The Commission's rules are codified in Volume 47 of the Code of Federal Regulations ("CFR"). Updates to the Commission's rules are published in the Federal Register. Other Commission documents are available through International Transcription Services, (202) 857-3800.

International carriers should carefully review Sections 43.51, 43.61, 43.82, 63.11, 63.19, 63.21 and 64.1001 of the Commission's Rules for additional information on reporting requirements. Also, all carriers should review Section 64.804 of the Commission's Rules.

- Section 1.47(h) Designation of Agent for Service of Process **[This requirement may be satisfied by filing the first page of FCC Form 499-A]**

Need to file if:

All carriers subject to Communications Act must file.

How to file:

Within 30 days of the commencement of provision of service, each carrier must designate an Agent for Service of Process in the District of Columbia and file for both the carrier and the agent the following information: name, business address, telephone or voicemail number, facsimile number, and, if available, Internet e-mail address. The carrier shall additionally list any other names by which it is known or under which it does business, and, if the carrier is an affiliated company, the parent, holding or management company. This information should be provided by using FCC Form 499-A. In addition, carriers must notify the Commission within one week of any changes to their designation information by filing revised portions of FCC Form 499A with the Office of the Secretary, directed to the attention of:

Chief, Formal Complaints and Investigations Branch
Common Carrier Bureau
Rm 5-C823
445 12th Street, S.W.
Washington, D.C. 20554

Additional Information:

CCB Formal Complaints Division: (202) 418-0960

- Form 431 TRS Fund Worksheet **[This form has been superseded by FCC Form 499]**

Need to file if:

Billed for any interstate service in the prior calendar year. The definition of interstate service is very broad, so many firms that may have no other contact with the FCC must file this form. For example, pay telephone and pure resale international services are covered.

How to file:

This form is no longer required. Contributors to the TRS Fund now file the Telecommunications Reporting Worksheet, FCC Form 499 (see below).

Additional Information:

National Exchange Carrier Association, TRS Administration (973) 884-8173

- Form 457 Universal Service Worksheet **[This form has been superseded by FCC Form 499]**
 Need to file if:
 Offered any interstate service in the reporting period. Contributors with revenue below a threshold need not file.
 How to file:
 This form is no longer required. Contributors to the universal service support mechanisms now file the Telecommunications Reporting Worksheet, FCC Form 499 (see below).
 Additional Information:
 USAC (973) 560-4400

- Form 487 LNP Worksheet **[This form has been superseded by FCC Form 499]**
 Need to file if:
 are defined as a telecommunications carrier under Section 3(44) of the Telecommunications Act. The definition is very broad and covers many firms that have no other contact with the FCC. Both wireline and wireless carriers must file.
 How to file:
 This form is no longer required. Contributors to the local number portability cost recovery now file the Telecommunications Reporting Worksheet, FCC Form 499 (see below).
 Additional Information:
 LNPA Help Line (877) 245-5277
 FCC Competitive Pricing Division (202) 418-1520

- Form 496 NANPA Funding Worksheet **[This form has been superseded by FCC Form 499]**
 Need to file if:
 are defined as a telecommunications carrier under Section 3(44) of the Telecommunications Act. The definition is very broad and covers many firms that have no other contact with the FCC. Both wireline and wireless carriers must file.
 How to file:
 This form is no longer required. Contributors to the NANPA cost recovery now file the Telecommunications Reporting Worksheet, FCC Form 499 (see below).
 Additional Information:
 NBANC Help Line (973) 884-8542
 FCC Network Services Division (202) 418-2320

- Form 499 Telecommunications Reporting Worksheet **[Replaces Forms 431, 457, 487 and 496]**
 Need to file if:
 are defined as a telecommunications carrier under Section 3(44) of the Telecommunications Act or offered any interstate service in the reporting period. The definition is very broad and covers many firms that have no other contact with the FCC. Wireline, wireless, wholesale only, resale, interstate, international carriers, and pay telephone providers as well as some other telecommunications service providers must file. Telecommunications carriers with revenue below a threshold need not make the September 1 filing (see instructions).
 How to file:
 Complete worksheet twice a year. Mail to address listed in instructions. The Form 499 is available on the FCC forms page. Use the Form 499-S (short form) for the filing due September 1 and use the Form 499-A for the filing due April 1 each year.
 Additional Information:
 TRW Information (973) 560-4400
 FCC Industry Analysis Division (202) 418-0940

- Section 43.21(c) Letter

Need to file if:

Toll service provider with more than \$112 million in gross operating revenue in 1998.
(This threshold increases each year to account for inflation.)

How to file:

Mail letter providing prior year total operating revenues and gross telecommunications plant to the FCC Industry Analysis Division, Mail Stop 1600F, Washington, DC 20554. The filing is due April 1 each year.

Additional Information:

FCC Common Carrier Bureau, Industry Analysis Division, Katie Rangos (202) 418-0940.

- International Section 214 Approval

Need to file if:

Plan to provide any international telecommunications service.

How to apply:

See Section 214 Filing Guidelines. Information and filing procedures are available on the International Bureau's Web Site

Additional Information:

FCC International Bureau, Fran Eisenstein (202) 418-0420.

- International Service Tariff

Need to file if:

Plan to offer any international telecommunications services.

How to file:

Obtain a non-dominant tariff filing package from International Transcription Services (202) 857-3800

Additional Information:

FCC Common Carrier Bureau, Competitive Pricing Division (202) 418-1540

- Interstate Service Tariff

Need to file if:

Plan to offer interstate telecommunications service.

How to file:

Obtain a non-dominant tariff filing package from International Transcription Services (202) 857-3800.

Additional Information:

Some services can be offered without filing tariffs with the FCC. For further guidance and explanation concerning the tariff filing requirements, please contact the Tariff and Pricing Analysis Branch, FCC Common Carrier Bureau, Competitive Pricing Division (202) 418-1540.

- Section 43.61 International Traffic Data

Need to file if:

Provided any service between U.S. and foreign points in the prior calendar year. This includes "pure resale" calls that resale carrier billed but which were actually handled by an underlying carrier.

How to file:

See Manual for Filing Section 43.61 International Traffic Data. The manual contains simplified filing instructions for "pure resale service." The manual can be found on the FCC-State Link web site. The filing is due July 31 of each year. Some carriers are required to make quarterly filings.

Additional Information:

FCC Common Carrier Bureau, Industry Analysis Division, Linda Blake (202) 418-0945

- Section 43.82 International Circuit Data

Need to file if:

Owned or leased an international circuit and used that circuit to provide service in the prior calendar year. (Resellers of private lines file the same reports, but under Section 63.23(e) of the Rules.)

How to file:

See the manual for Filing Section 43.82 Circuit Status Data. The manual can be found on the International Bureau's website. The filing is due March 31 of each year.

Additional Information:

FCC International Bureau, Telecommunications Division, Cathy Hsu (202) 418-2114.

- Regulatory Fees

Need to file if:

Provided any telecommunications or broadcast service, or held a FCC spectrum license.

How to pay:

Fee schedule varies by type of activity. Annual regulatory fees are due during an announced one week period in mid-September of each year. The fee schedules and filing directions are on the regulatory fees section of the FCC website [www.fcc.gov]

Additional Information:

Office of Associate Managing Director for Performance Evaluation & Records Management, (202) 418-0445.